



November 2008

HSC Communication Update

General Information

Holiday HSC Potluck!

Please join us for the HSC potluck on **Monday, December 15, from 11:30-1:30 p.m.** There is a sign-up sheet in the 4th floor break room, located on the whiteboard. This is an open invitation to all occupants in the building and provides a great opportunity to visit with your colleagues, while enjoying good food!

HSC Building Directory Signs

Ann Brandt will be updating outdated signage within the HSC. Please contact her if you are aware of any signs that need to be changed or added. (For example, lab signage is no longer reflective of the actual use of the lab.) Please send her an e-mail at hscinformation@westerntc.edu or stop by the front desk.

Friendly Reminders

- After using the 4th floor kitchen area, please clean your personal dishes and pack them away when you are finished.
- If the coffee pot is near empty, or empty after you pour your coffee (4th floor coffee maker), please turn off the burner. There is no one that is "responsible" to check this coffee pot, except the users of the coffee maker.
- When moving heavier items within the HSC, please contact maintenance for a cart, and possible assistance (depending on the job). The floors have received some pretty hefty scratch marks over the past few months. Please be conscientious and do not push or drag items across the floors.
- Please shut off all lights as you exit a room, including your office. The HSC electricity bill is already over budget for the year, and everyone is being asked to assist in conserving electricity.

HSC Management Group (HSCMG)

4th floor 4108 and 4004

Remodeling has begun to convert this area into two offices for part-time faculty to share. One part-time office will be for UW-L, and one part-time office for Western.

The student clinical placement files for OT, PT, and PTA were moved to 4004. This room will be unlocked between the hours of 8 a.m. – 5:00 p.m. Monday - Friday. Maintenance will be responsible for the unlocking and locking of this door.

Technology Assessment Update

A joint meeting was held on November 5. The meeting notes are attached for those that are interested. The IT/AV Team will be meeting mid-December to prepare some options, which will be then be forwarded for review to the HSC representatives: **Paul Larson (GL)**, **Shari Borreson (WTC)**, **Erin Hussey (UW-L)**, and **Peggy Denton (UW-L)**. The options will then be discussed at the HSCMG meeting on December 19.

Academic Team

Fall 2009 Scheduling

The date for fall 2009 scheduling has been bumped back to December 15. (It was actually December 1, and in previous years was November 15.) Please note the following related to scheduling:

1. Please enter all of your requests by **December 15**. This includes all HSC programs currently housed in the HSC.
2. Ann Brandt will begin to confirm these requests after December 15. Until then, they will remain as a “web request” on the system.
3. After the HSC programs are confirmed, the following programs will be asked to make requests as follows:

UW-L Health Professions – by December 22

Therapeutic Rec – by January 9

Gateway/Healthcare Academy – by January 9

Programs outside of the HSC (Communication Studies, etc.) – by January 30

Swipe Card Reports

In the near future, Ann Brandt will be forwarding (to applicable departments) a report of student names and current swipe card access. This is to assist in making changes or updates for the spring 2009 semester.

Spring 2009 Class Reports

Ann Brandt will be forwarding (to respective departments) a compiled list of the spring 2009 classes/labs that have been reserved. Program staff will be asked to review this report to make sure the correct rooms are reserved for the correct times, and to cancel any rooms that have been reserved, but are no longer needed. This proactive measure should assist in classes running smoothly from day one of the spring semester.

Copy Machine

The HSC Management Group is looking at some additional options, which include: (1) outsourcing copying within the building, (2) purchasing/leasing an additional machine, and (3) purchasing different paper with less “dust” (which has been causing some of the current jamming). Your continued patience is appreciated as the HSCMG reviews potential options.

Weekend Building Hours

Student swipe card access to the HSC entrance was increased in November. Students can now enter the building from 10:00 a.m. – 7:00 p.m. on Saturday and Sunday (previously 10:00 a.m. – 3:00 p.m. on Sunday). All students should be reminded to use the buddy system. It is easy to have a false sense of security once one is in the building. Please note an increase in hours does not mean an increase in any security “walk-throughs.”

A memo is attached that has been sent out to respective individuals related to students having access to the building. Please take a moment to read this so everyone is clear on the hours.

In addition, building hours will be expanded for several nights in December to accommodate students' requests to study for exams. (also attached)

Operation Team

Trash Cans by Elevators

To provide easier access to the elevator buttons for those less mobile, the trash cans have been moved away from the elevator buttons.

5th Floor “Individual” Restroom - Accessibility

An estimate has been requested to increase the accessibility of one of the individual restrooms located on the 5th floor. The amount of work done, along with one or both of the individual restrooms being changed, will depend on the cost.

IT/AV Team

Joined in Technology Assessment meeting held on November 5

Research Team

No meeting in November